# Leave – Deferral Period

Prior to arranging travel, pre-approval must be sought from the PWSS. Requests should be sent to [HR@pwss.gov.au](mailto:HR@pwss.gov.au) and should set out the following:

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee contact details** |  |
| **Leave dates** |  |
| **Leave Type e.g. Personal leave, Annual Leave** |  |
| **Reason for leave request** |  |

Once the delegate has considered the request, employees will be notified of the outcome.

HR Advice liaise with MaPS Pay and Condition to have the leave entered into PEMS.

Phone icon **Phone** 1800 747 977

Email icon **Email** support@pwss.gov.au

**www.pwss.gov.au**